



**TO:** Superintendents, Technology Directors & School Business Officials  
**FROM:** John Keller, Director of Learning Technologies  
**SUBJECT:** E-rate 2011 Filing Update  
**DATE:** January 7, 2011

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With the Form 471 filing window opening next week (Form 471 window is 1/11/11 through 3/24/11), I wanted to take a moment to provide an update as we look to the coming E-rate Year.

This document will address the following topics:

- E-rate document completion for schools/entities purchasing from the state network
- State Long Distance Contract and this year's E-rate filing
- Technology plans
- Ed Tech Connect

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#### E-rate document completion

The catalogue of document completion for this year's E-rate filing for the state network (schools that purchase bandwidth through ENA) is [now available on the IDOE web site](#) courtesy of Judy Carnal at AdTec. I would encourage each individual responsible for E-rate filing to review this document to confirm the status of your school/entity with respect to completion of the necessary documents for E-rate filing. For those who still need to submit documents, please contact Judy Carnal ([judy@admtec.com](mailto:judy@admtec.com) or 800-313-0169) and work to submit the remaining documents as soon as possible to facilitate a timely filing on behalf of your school/entity.

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#### Technology Plans

As you may remember, technology plans are no longer a requirement for Priority 1 E-rate filers even though such a plan is required by the Indiana Department of Education for other reasons. However, if your school typically files for Priority 2 services or if you have a high Free and Reduced Lunch rate (80% or higher) and are considering filing for Priority 2 discounts, you will need to have documentation that your technology plan has been created prior to the Form 470 used in Priority 2 Form 471 filing. The IDOE's tech plan application can be accessed [here](#) (corp and pin login required). Questions about submitting the technology plan for your school, corporation, or entity should be directed to: [techplansupport@doe.in.gov](mailto:techplansupport@doe.in.gov).

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#### Long Distance Contract and E-rate Filing

In the past, some schools used the state Qwest contract and the associated Form 470 number to file for E-rate discounts on long distance service. The existing Qwest contract expires 6/30/11 and the state (the Indiana Department of Administration) is in the process of rebidding the state long distance contract. Since the state issued a Request for Proposal (RFP) and is going through the standard procurement process, we are not able to announce the vendor until the selection process has run its course. The state anticipates a mid-February announcement of the vendor.

What this means for schools who had used the Qwest contract and the related Form 470 number is that they will have to file their own Form 470 for long distance. Under E-rate protocol, the Form 470 must be available for a minimum of 28 days before a contract can be issued. Essentially this means that if a school goes through this process, the form 471 will not be able to be filed until the Form 470 has been available for 28 days and a vendor has been selected.



That being said the following provides detailed guidance about how to participate in the state contract when it becomes available. As long as the state selects one vendor for the long distance contract, the process for the schools to select the vendor is fairly simple. In summary:

- The state is NOT filing a Form 470 for Long Distance for FY2011.
- The state is in the process of negotiating a state master contract for long distance services and we understand this process should be completed by mid-February, 2011.
- If schools want to get E-rate discounts on long distance services, they will need to file a Form 470. They should check the boxes for multi-year contract w/ voluntary extensions.
- They would need to use an evaluation grid/rubric to compare all the proposals/responses they receive with cost carrying the greatest weight.
- They can use the new state master contract as one of the responses.
- If the state contract is their most responsive proposal, they may select the state contract vendor.
  - Contract award date is the date decision is made to use the state contract vendor. Memorialize this decision by sending an e-mail to yourself and printing it for your E-rate files.
  - Contract expiration date can be the date the state contract expires. For this year's Form 471 and the succeeding years that the contract is in effect, use this year's 470 as the originating 470.

### **Ed Tech Connect**

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This week the Indiana Department of Education launched a new communication channel through the Learning Connection focused on Educational Technology. Please note that *Ed Tech Connect* will serve as the authoritative channel for communications from the IDOE about all matters related to the use of educational technology. This includes all matters relating to the state connectivity grant and E-rate. Please join this community on the Learning Connection through the following link:

<https://learningconnection.doe.in.gov/UserGroup/GroupDetail.aspx?gid=1152>